
NOTICE OF WORKPLACE INVESTIGATION

DATE:

TO:

FROM:

RE: UPCOMING WORKPLACE INVESTIGATION

Please be informed that you may be contacted by _____ in the next week as part of a workplace investigation that is being conducted as a result of a complaint of a violation of company policy.

Our company is committed to conducting careful and thorough investigations of any such complaints. Accordingly, we expect our employees to cooperate to the fullest extent possible, providing accurate information as requested in the investigative process.

Please understand that due to the sensitive nature of the process, this investigation will be conducted in a manner that protects the privacy of all involved to the greatest extent possible.

If you have any questions regarding the investigative process, please feel free to contact me.

Thank you for your cooperation.